Immunization Registry Information System (IRIS)
COVID-19 Vaccine Transfer Instructions
October 5, 2020

## Transferring COVID-19 Vaccine in IRIS

The following are instructions to transfer COVID-19 vaccine between provider organizations.
The sending and receiving provider must be approved COVID-19 vaccine program providers.
Contact the IRIS Help Desk at 800-374-3958 with questions.
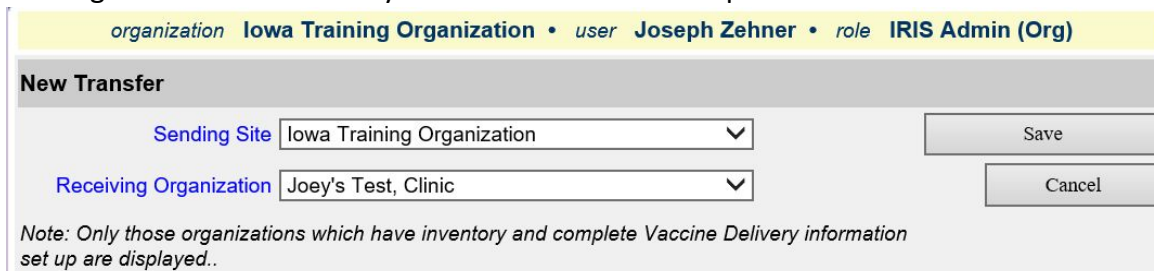
Sending Organization

1. Select the 'Manage Transfers' link found in the Inventory section of the menu panel.
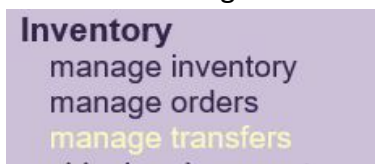
2. Select the 'New Transfer' button.

3. Select the Receiving Organization which will be receiving the vaccine. The Sending Site will automatically be selected from the dropdown menu.

4. Type the number of vaccine doses being transferred in the Transfer Quantity field for each of the trade names being shipped.

New Transfer

| Sending Site | Iowa Training Organization ▼ | Save |
| Receiving Organization | Joey's Test, Clinic ▼ | Cancel |

Note: Only those organizations which have inventory and complete Vaccine Delivery information set up are displayed..

Add from Inventory   Show ⦿ Active and Non-Expired ○ Inactive or Expired

Transfer Quantity	Trade Name	Vaccine Group	Lot Number	Quantity Available	Active	Public	Expiration Date
10	COVID19 (20000-2020-19)	Covid-pandemic	COVID12	100	Y	Y	01/01/2021

5. Select the 'Save' button.

New Transfer

| Sending Site | Iowa Training Organization ▼ | Save |
| Receiving Organization | ▼ | Cancel |

Note: Only those organizations which have inventory and complete Vaccine Delivery information set up are displayed..

Add from Inventory   Show ⦿ Active and Non-Expired ○ Inactive or Expired

Transfer Quantity	Trade Name	Vaccine Group	Lot Number	Quantity Available	Active	Public	Expiration Date
10	COVID19 (20000-2020-19)	Covid-pandemic	COVID12	100	Y	Y	01/01/2021

6. 'Saved Successfully' will display at the top of the screen. Select the 'Packing List' button or the 'Label' button.

organization **Iowa Training Organization** • user **Joseph Zehner** • role **IRIS Admin (Org)**

Edit Transfer: Create Date 09/30/2020   ****Saved Successfully****

Sending Site	Iowa Training Organization	Save
Receiving Organization	Joey's Test, Clinic ▼	Packing List Label
		Ship
		Cancel Transfer

Note: Only those organizations which have inventory and complete Vaccine Delivery information set up are displayed..

Transfer Item

Remove	Transfer Quantity	Trade Name	Vaccine Group	Lot Number	Quantity Available	Active	Public	Expiration Date
☐	10	COVID19 (20000-2020-19)	Covid-pandemic	COVID12	100	Y	Y	01/01/2021

IRIS Program 1-800-374-3958

7. A PDF document appears in a new window and can be printed. ***The Packing List button must be selected in order to proceed with the transfer.*** Print the packing list and close the new window.

Iowa Immunization Registry Information System
PACKING LIST

Shipment Date: 09/30/2020	To:
BETTY Zehner Iowa Training Organization 123 FLEMING DR. DES MOINES, IA, 50321 (989) 777-8888	JOEY ZEHNER Joey's Test, Clinic 123 FAKE ST, SUITE 200, DES MOINES, IA, 50321 (989) 576-1511

8. Select the 'Ship' button when ready to ship the vaccines.

Edit Transfer: Create Date 09/30/2020   ****Saved Successfully****

Sending Site Iowa Training Organization

Receiving Organization Joey's Test, Clinic

Save | Packing List | Label | Ship | Cancel Transfer

Note: Only those organizations which have inventory and complete Vaccine Delivery information set up are displayed..

Transfer Item

Remove	Transfer Quantity	Trade Name	Vaccine Group	Lot Number	Quantity Available	Active	Public	Expiration Date
☐	10	COVID19 (20000-2020-19)	Covid-pandemic	COVID12	100	Y	Y	01/01/2021

9. The date field will populate with today's date. Select the 'Ship' button.

Ship Transfer

Enter Ship Date 09/30/2020

Ship | Cancel

10. 'Transfer Successfully Shipped' displays. The transfer will then be moved to the Outbound Transfer list, where it will remain until it is accepted by the receiving organization. The ship date will also populate.

Manage Transfer								Transfer Successfully Shipped
Create a New Transfer....								New Transfer
Return to the Previous Screen....								Cancel

Transfer List

Outbound Transfer

Create Date	Type	Transfer ID	Order ID	Sending Org	Receiving Org	Ship Date	Accept Date	Return Date
09/30/2020	TRANSFER			Iowa Training Organization	Joey's Test, Clinic	09/30/2020		

Receiving Organization

Transfers made through IRIS and received by the organization must be accepted, rejected or partially accepted to allow for the tracking of vaccine inventory. To accept a transfer:

1. Select the 'Manage Transfers' link found in the Inventory section of the menu panel.

Inventory
manage inventory
manage orders
manage transfers
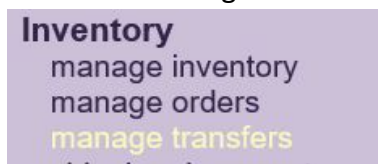
2. The Manage Transfer page displays transfers as follows:
   a. Outbound Transfer: Displays transfers outbound from the organization
   b. Inbound Transfer: Displays transfers inbound to the organization
   c. Historic Transfer: Displays completed transfers

3. To proceed to the Receive Transfers page (area to accept or reject transfers), select the date hyperlink in the 'Create Date' column on the Inbound Transfer section. Ensure the Type column, states Transfer. The Receive Transfer page allows users to reject the entire transfer or partially accept some of the transfer while rejecting the remainder.

Inbound Transfer

Create Date	Type	Transfer ID	Order ID	Sending Org	Receiving Org	Ship Date	Accept Date	Return Date
10/03/2020	TRANSFER			Iowa Training Organization	Joey's Test, Clinic	10/03/2020		

4. Select the 'Accept Transfer' button to accept the transfer and add all transfer items into inventory.

Receive Transfer	
Accept Entire Transfer....	Accept Transfer
Reject Entire Transfer....	Reject Transfer
Partially Accept Transfer....	Partially Accept
Return to the Previous Screen....	Cancel

Transfer Between Organizations Created on 10/03/2020	
Sending Entity	**Receiving Entity**

5. A message will display 'Are you sure you want to add all transfer items into inventory?' Select 'OK' to continue.

Message from webpage

Are you sure you want to add all transfer items into inventory ?

OK   Cancel
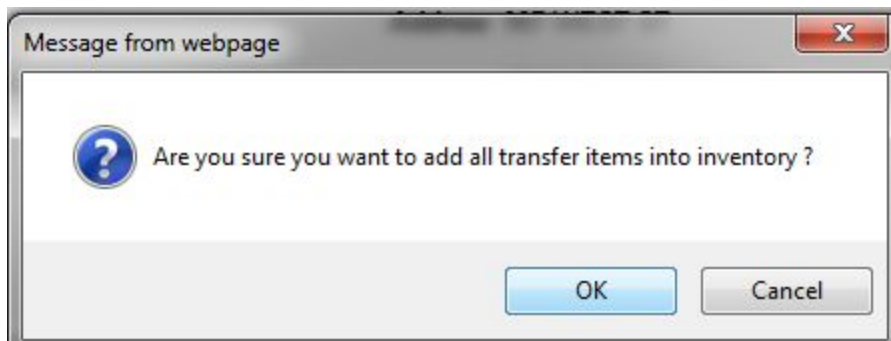
6. 'Transfer Successfully Accepted' displays. The accepted vaccine will appear in the organization's vaccine inventory.

Manage Transfer	**Transfer Successfully Accepted**
Create a New Transfer....	New Transfer
Return to the Previous Screen....	Cancel